

MINUTES OF THE COPYTHORNE PARISH COUNCIL ANNUAL MEETING HELD AT 7.00 PM ON TUESDAY 23 MAY 2017 AT COPYTHORNE PARISH HALL (REAR EXTENSION)

Present: Councillor Joseph Reilly (Chairman), Councillor Simon Lucas (Vice Chairman), Councillors Lady Kara Hawks; Sarah Coombs; John Goodwin; Steve Herra and Mike Moriarty.

Also in Attendance: County Councillor Edward Heron; District Councillors Diane Andrews; 4 members of the public.

Clerk to the Council: Mrs Susan Brayley

Cllr Reilly opened the meeting by requesting that all present observe a minute's silence as a mark of respect, following the events at the Manchester Arena on the 22nd May 2017.

1. Agenda Item 1 – To elect the Chairman of the Council and for the Chair to confirm acceptance of office.

Cllr Joseph Reilly was nominated by Cllr Lady Kara Hawks; seconded by Cllr Simon Lucas and was unanimously re-elected to the Chair. (No other nominations received).

2. Agenda Item 2 – To elect the Vice-Chairman of the Council and for the Vice Chair to confirm acceptance of office.

Cllr Simon Lucas was nominated by Cllr Sarah Coombs; seconded by Cllr Lady Kara Hawks and was unanimously re-elected as Vice Chair. (No other nominations received).

3. Agenda Item 3 - Apologies for Absence

Apologies for absence were received from District Councillor Derek Tipp

4. Agenda Item 4 – Declarations of Interest

The Chairman reminded Councillors of their responsibility to declare an interest in any matter on the Agenda where they might be considered to have a prejudicial interest. There were no declarations of interest in Agenda items.

5. Agenda Item 5 - County and District Councillor Reports

County Cllr Heron stated that he was pleased to be re-elected and that he looked forward to becoming acquainted with the other "half" of Copythorne Civil Parish. However, as he now had responsibility for a much larger County division, Cllr Heron advised that he was having to rationalise attendance at Council meetings in his area and was proposing to attend 4 Parish Council meetings plus the Annual Parish Meeting a year if possible. Emphasising that he was always available via email or letter, Cllr Heron advised he would send a report if relevant and would always try and attend an extra meeting if it proved necessary.

District Cllr Andrews advised she had little to report as the forthcoming general election had put a stop to all but routine work being carried out. Cllr Andrews stated she had been trying to get NFDC Streetscene to do something about the parking on the verges, with little result at present, but intended to escalate the request to the Executive Head of Operations.

6. **Agenda Item 6 - Planning Applications; TPO's and Similar.**

7(a) New Planning Applications

The following planning applications were considered and resolutions made as shown:

17/00369 - Brookview, Winsor Rd. Winsor, SO40 2HN

Two storey rear extension; Juliet balcony; detached garage.

After a discussion re the size of the Juliet Balcony and a review of the plans the following was agreed:-

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Goodwin; Unanimous vote in favour of: -
Response 2 – We recommend Refusal, for the reasons listed below, but would accept the decision reached by the National Park Authority's Officers under their delegated powers.

- We agree with the neighbour's comments that the Juliet Balcony should not be accessible to walk or stand on.

17/00371 - Forest Edge, Romsey Road, Cadnam, SO40 2NN

Single storey side extension; porch.

RESOLVED: Proposed Cllr Lucas; Seconded Cllr Herra; Unanimous vote in favour of the following : -

Response 3. We recommend Permission

Tree Work Applications

The following planning applications were considered and resolutions made as shown

CONS/17/0356 - Woodside, Bartley Road, Woodlands, SO40 7GN

Prune 3 x Oak Trees Fell 1 x Oak tree - Excessive shading.

Unanimous vote in favour of - Leave decision to Tree Officer.

7. **Agenda Item 7 – Planning; Enforcement and Tree Work Decisions and Updates**

The Clerk presented the latest information re Planning; Enforcement and Tree Work Decisions and Updates, to the meeting. Report appended to these minutes. **Appendix I**

8. **Agenda Item 8 – Confirmation of the Minutes of the previous Parish Council Meeting.**

The draft minutes, which had been circulated to members prior to the meeting were agreed with one amendment to item 505, Cllrs Reports, *Cllr Goodwin advised the Parish Hall Defibrillator was now installed, working and registered.* **RESOLVED:**

9. **Agenda Item 9 - Finance – To Receive and Agree Monthly Payment Schedule, Bank Reconciliation and 2016/17 Year End Budget Report.**

The payment schedule was presented and agreed with one query, the Chair and Cllr Goodwin then signed the cheques.

The Clerk presented the bank to cashbook reconciliation for the year 2016/17 to Council, explaining that despite having spent a considerable number of hours reconciling the entire years receipts and payments, there was a difference of £3.20 more in the bank than allocated in the cashbook. Advising that the internal auditor still had to review this, the Clerk stated that this would be addressed as part of the Audit review at the June meeting.

The Clerk also circulated the 2016/17 year end budget report, advising that she had summarised the over detailed monitoring report into more generic headings to make easier comparisons. The obvious overspends were identified in Clerks Salary and the number of differing telephone/broadband contracts being charged to the Council.

Cllr Moriarty queried when the Parish Hall were going to take over responsibility for their phone/broadband costs? The Chair advised he was hoping to have an answer after the next Parish Hall Committee meeting. The Clerk advised that Lyndhurst PC were going to pay for the previous Clerk's (Mrs Weston) phone / broadband, but that this would have to continue to pay by CPC and invoiced to LPC as BT would not transfer the direct debit. The Clerk also advised she had found a phone contract that only required a calendar month's cancellation and did not tie the Council into another minimum two-year agreement.

Finally, the Clerk requested that a meeting of the finance committee take place prior to her meeting with the Internal Auditor to prepare the External Audit statements. ***Documents appended to these Minutes – Appendix II.***

10. Agenda Item 10 – Review of delegation arrangements to committees, employees and other local authorities.

It was confirmed that the only Committee in place was a Finance Committee and whilst this was fully advertised as a meeting open to the Public and all Cllrs it had no delegated powers, all items being brought to Full Council for agreement.

11. Agenda Item 11 – To Review Appointment of any new committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.

It was agreed that the existing membership of the Finance Committee; Working Parties and Council Representatives be approved until the next Annual meeting, May 2018, with new Working Parties formed as required. It was agreed that the Planning Committee would cease and that investigations be made with HALC as to the necessity of maintaining a Complaints Panel. ***Details of Committees/Working Parties & Outside Representatives appended to these Minutes - Appendix III***

12. Agenda Item 12 – Review and adoption of appropriate Standing Orders and Financial Regulations.

Standing Orders were agreed with no change. The Clerk had previously circulated draft Financial Regulations which had been revised on the advice of the Internal Auditor and to include changes to financial legislation. Cllr Goodwin queried the proposed delegated authority to the Clerk to incur expenditure on behalf of the Council within budgetary provision, figure of £300, in para 3.5, Cllr Herra stated that a sensible figure should be agreed to cover stationery and printer cartridge costs and pointed out it would be reviewed within the monthly accounting period, suggesting a limit of £150. Cllr Goodwin also stated that the first sentence in para 9.9 should be an absolute *i.e. Only the Clerk should apply on the Council's behalf for funding for Council business.* It was agreed to adopt the Financial regulations with these changes. **Resolved – Unanimous.**

Cllrs Andrews and Heron gave their apologies and left the meeting.

13. Agenda Item 13 – Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. - None

14. Agenda Item 14 – Review of the Council’s and/or employees’ memberships of other bodies. The Council are members of Hampshire Association of Local Councils, National Association of Local Councils & Society of Local Council Clerks.

RESOLVED: Membership of all three bodies confirmed for a further year.

15. Agenda Item 15 – Review of inventory of land and assets including buildings and office equipment. A copy of the Council’s Asset Register had been circulated prior to the meeting. The Clerk advised this had been updated to include the new laptop.

16. Agenda Item 16 – Review of Councils Code of Conduct Procedure

The Clerk had circulated a draft of a revised Code of Conduct procedure based on the NFDC model prior to the meeting. It was agreed unanimously to adopt this.

17. Agenda Item 17 - Review of the Council’s complaints procedure.

Agreed with no changes

18. Agenda Item 18 - Review of the Council’s procedures for handling requests made under the Freedom of Information Act 2000.

The Clerk had circulated a draft of a proposed new policy in line as required by legislation. It was agreed unanimously to adopt this.

19. Agenda Item 19 - Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The calendar of proposed dates including the move to the second Tuesday of the month had been circulated prior to the meeting. Cllr Goodwin suggested clearly defining the two years on the list. The Chair queried the necessity of a meeting during August. It was agreed to review this closer to the date. Proposed dates unanimously agreed.

20. Agenda Item 20 - Correspondence and Clerk’s Report

The Clerk advised the following: -

Correspondence

1. Invitation received from The Leader & Chairman-Elect of Hampshire County Council to the Annual County Service, on Sunday 18 June at 3.30pm, at Winchester Cathedral. Any Cllrs interested in attending please let the Clerk know.
2. Nomination Papers received for candidates for N.E. Quadrant Parish Representative to the NFNPA, last date for candidate nominations and statements is 5pm 25th May 2017. As the deadline for the ballot paper returns will be before the June PC Meeting, the Clerk will circulate the information to Cllrs as soon as received and ask for voting preferences by Thursday 15th June 2017, latest.
3. Copy of email to PCSOs’ received regarding continued “vehicle storage” in lay by on Southampton Road, detailing expired Tax / MOT.
4. Email received from member of the public requesting that the felling of 1000 mature trees in the New Forest be brought to the attention of the Parish Council, enclosing a copy of letter sent to the Chief Executive of Natural England.

5. Invitation received from Lucy Buis, NFDC Housing Development & Strategy Officer, inviting members of the Council to attend events for Rural Housing Week: - Community led housing delivery at Wickham – Wednesday 5th July; Rural Housing delivery to meet community needs at Binstead – Thursday 6th July. If any Cllrs are interested in attending – please advise Clerk asap.
6. Number of emails received re dead tree to the rear of Elmdale Grove, East Wellow. The tree is alongside a public footpath and the previous Clerk investigated. Mrs Weston has assured the Clerk that there is no liability for CPC to take any action.

Clerks Report

1. The next NE Quadrant Meeting will be held on the 13 June 2017, venue to be advised.
2. County Cllr Heron has advised that due to the increased size of the Lyndhurst and Fordingbridge Division, he has had to review his attendance at Town & Parish Council meetings and is having to reduce attendance at each Parish Council meeting to 4 meetings a year in the future.
3. Notification received from the HCC Community Transport Team that the next Passenger Transport Forum will be held at Lyndhurst Community Centre on Wednesday 19th July from 10am – 12pm. ***Cllr Moriarty to attend***
4. HALC have advised the planning queries help-desk service for member councils provided by Simon Sanger-Anderson of Tozers Solicitors service has been renewed for a further year and it will be reviewed again in May 2018.
5. Advice received from HALC that funding to assist with Transparency Legislation will continue for 2017, with final submissions in February 2018.
6. Advice received from HALC that they have entered into an agreement with Steve Parkinson of The Parkinson Partnership LLP to provide advice to the ALC to pass onto our members. Initially this agreement to be effective to 31st March 2018.
The Service includes: -
 - Provision of VAT advice upon request
 - Provision of general advice on legislation and procedures relating to the management of parish and town council finances.
7. The Clerk thanked all Cllrs who expressed a positive response to the new Cllrs Bulletin circulated to advise Cllrs of information received at the halfway stage between meetings.

21. Agenda Item 21 – Chairman’s Report

The Chair invited Cllrs views on sending a bouquet of flowers as thanks to the previous Clerk. It was observed that as nothing had been done for her longer serving predecessor, such a gesture was inappropriate, however, a letter of thanks could be considered.

22. Agenda Item 22 – Councillors Reports

Cllr Moriarty advised of updated legislation concerning the Bus Services Act

Cllr Herra advised of serious sight line issues caused on the junction of Southampton and Winsor roads and requested that the possibility of extending the double yellow lines be investigated. Clerk to pass request to HCC Highways. **Action Clerk**

Also advised that the Speed warning device by the Haywain PH did not appear to be working. Other Cllrs advised had seen it working and a member of the public observed that it still appeared to be set for the road's previous speed limit.

Was observed that three Cllrs had attended the presentation held by the Scouts concerning the proposed major refurbishment. They were looking to raise £k300 to fund rebuilding with a view to increased hiring potential. Cllr Goodwin suggested that a representative from the Scouts be invited to a Council meeting to give a presentation concerning the proposals and offered to contact them.

Cllr Lady Kara Hawks stated that she was pleased to report that after a wait of two years, the soil erosion on Old Romsey Rd had finally been dealt with.

Cllr Coombs asked if there was any news concerning the damaged Public Footpath sign. The Clerk reminded Cllr Coombs that she had requested the site details to report to HCC. Cllr Coombs to email exact position to Clerk **Action Cllr Coombs**

Cllr Coombs also enquired about progress on the bollards at Scout Hut/Church, Cllr Goodwin advised were underway, the grant cheque issued by the Parish Council having been handed to the Scout Group's HQ Manager.

23 – Agenda Item 23 - Agenda Items for the Next Meeting

Clerk - Approval of External Audit Submission.

Cllr Goodwin - Adoption of 2 x Defibrillators

Cllr Goodwin – Scout Hut Presentation

Cllr Lucas – Affordable Housing Presentation

24. Agenda Item 24 – To Confirm the date of the next meeting – 27th June 2017 at Copythorne Parish Hall (Rear Extension)

Confirmed

Standing Orders were suspended at 9-00pm to enable the meeting to continue.

In the absence of any other business the Chairman thanked those present for attending and closed the meeting at 9.15 pm

Chairman _____

Date _____

APPENDIX I

COPYTHORNE PARISH COUNCIL PARISH COUNCIL MEETING – TUESDAY 23 MAY 2017 ITEM 7 – PLANNING UPDATE

Planning Decision Notifications

The following planning decision notifications have been received:

Ref No	17/00016
Address	Copythorne Lodge Farm, Romsey Road, Copythorne, SO40 2PB
Application for	Conversion of barn to agricultural workers dwelling
Decision	Grant Subject to Conditions
Parish Council's recommendation	5. Happy to accept decision of NFNPA Officers under their delegated powers

Ref No	17/00125
Address	Knightwood, 6 Oakfield Road, Bartley, SO40 2LQ
Application for	Conservatory
Decision	Grant Subject to Conditions
Parish Council's recommendation	3. Recommend Permission

Ref No	17/00182
Address	Land at Uncle Toms Cabin, Romsey Road, Cadnam
Application for	Determination as to whether Prior Approval is required for the siting and appearance of 1 No. new 21m high lattice mast; 3 No. antennas; 2 No. Dishes; 2 No. equipment cabinets and associated works
Decision	Raise No Objection
Parish Council's recommendation	5. Happy to accept decision of NFNPA Officers under their delegated powers

Ref No	17/00049
Address	3 Barleycorn Walk, Cadnam, SO40 2LY
Application for	Conservatory
Decision	Refuse
Parish Council's recommendation	5. Happy to accept decision of NFNPA Officers under their delegated powers

Ref No	17/00322
Address	Courtesy Filling Station, Romsey Road, Cadnam, SO40 2NN
Application for	Single storey rear extension; waste storage compound with 1.8m high fence; cladding; associated landscaping and additional parking (Application for Non Material amendment to planning permission 16/01037)
Decision	Raise No Objection
Parish Council's recommendation	

Ref No	17/00138
Address	Gardenia, Winsor Road, Winsor
Application for	Replacement dwelling
Decision	Refuse
Parish Council's recommendation	3. Recommend Permission

Ref No	17/00244
Address	Oak Bank, White Hart Lane, Cadnam
Application for	Application for a Certificate of Lawful Development for a proposed single storey rear extension and porch
Decision	Permitted Development
Parish Council's recommendation	No response required

Ref No	17/00249
Address	The Jays, Winsor Road, Winsor
Application for	First floor extension; solar panels; replacement rear conservatory; cladding; replacement outbuilding.
Decision	Grant Subject to Conditions
Parish Council's recommendation	3. Recommend Permission

Tree Preservation Orders

No new Tree Preservation Orders have been received.

Tree Work Decisions

No New Tree Work decisions have been received

Planning Appeal Notifications

No new Planning Appeal notifications have been received since the date of the last meeting.

Planning Appeal Decisions

16/00299 - Gardenia, Winsor Road, Bartley – Appeal Refused

New Enforcement Action Notifications

No New Enforcement Action Notifications have been received since the date of the last meeting

Appeals against Enforcement Action Notifications

No New Appeals against Enforcement Action Notifications have been received since the date of the last meeting.

Other Planning Matters

None

APPENDIX II

PARISH COUNCIL MEETING – TUESDAY 23 MAY 2017

ITEM 9 – Finance – Monthly Payment Schedule, Bank Reconciliation and 2016/17 Year End Budget Report.

COPYTHORNE PARISH COUNCIL							
23 May 2017							
FINANCE MATTERS							
Cheques requiring endorsement							
					Net	VAT	Total
					0.00	0.00	0.00
Income received since last meeting to current account							
					0.00	0.00	0.00
					0.00	0.00	0.00
Income received since last meeting to deposit account							
Interest					0.00	0.00	0.00
None							
					0.00	0.00	0.00
New payments by cheque							Cheque signatory initials
<i>Cheque no</i>							
501093	Came & Company				368.40	0.00	368.40
	<i>Parish Council Insurance</i>						
501094	TLC Online				90.00	0.00	90.00
	<i>Website Maint April, May, June</i>						
501095	Lyreco Uk Ltd				98.73	19.75	118.48
	<i>Stationery</i>						
501096	Clerk's Salary & Expenses				709.81	7.62	717.43
	<i>Apr-17</i>						
Total Cheque payments					1266.94	27.37	1294.31
New payments by direct debit							
15/05/2017	BT Business				28.90	5.78	34.68
	<i>(023 8081 1573 Woodlands)</i>						
18/05/2017	BT Business						
	<i>(Parish Hall BB)</i>				54.00	10.80	64.80

Total payments by Direct Debit				82.98	16.58	99.48		
<i>May-17</i>								
Financial Summary at date of meeting								
				Current A/c	Deposit A/c			
	Bank A/C	Closing Balance		10903.94	19629.45	<i>28th Apr 2017</i>		
	less	Direct Debits		99.48				
	plus	Income		0.00	0.00			
		Sub-total		10804.46	19629.45			
	less	Uncleared cheques		2620.00	0.00			
		Sub-total		8184.46	19629.45			
	less	New payments by cheque		1294.31	0.00			
		Balance		6890.15	19629.45	<i>23rd May 2017</i>		
		Transfer(s):						
		Now*		0.00	0.00			
		In 14 days*		0.00	0.00			
		Balances at date of meeting		6890.15	19629.45	<i>23rd May 2017</i>		
		*from 14-day Account to Current Account						

COPYTHORNE PARISH COUNCIL

Budget vs Actuals as @ 31st March 2017

	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
INCOME					
Precept Payment			14,995.00	14,995.00	-
Government Grant			155.00	155.00	-
VAT Repayment			471.27	471.27	-
Lengthsman			4,400.00	4,400.00	-
Bank Interest			20.00	9.22	(10.78)
Dist Cllr Grant Funding			500.00	750.00	250.00
C.Cllr Grant Funding			250.00	2,500.00	2,250.00
Other			-		-
T/F Deposit A/C (less Reserves)					-
			-		
Total Income	-	-	20,791.27	23,280.49	2,489.22

	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
EXPENDITURE					
Gen Admin			1,005.00	734.91	(270.09)
HALC/Nalc Subs			675.00	732.00	57.00
SLCC			-	128.00	128.00
GIS			100.00	100.00	-
Bank Charges			50.00	-	(50.00)
Stationery/Postage			550.00	389.66	(160.34)
IT Equipment			1,000.00	547.50	(452.50)
Room Hire			350.00	295.00	(55.00)
Parish Hall Phone & Broadband			400.00	475.69	75.69
Lengthsman - Copythorne			2,000.00	2,112.00	112.00
Lengthsman - Other			3,000.00	2,360.00	(640.00)
Lengthsman - Admin			400.00	400.00	-
Splitwind Pond			350.00	280.00	(70.00)
Grants (S.107)			630.00	530.00	(100.00)
Parish Council Insurance			345.00	353.11	8.11
Parish Council Website			600.00	360.00	(240.00)
Clerks Salary /Tax/NI/Pens			7,011.00	7,880.60	869.60
Office Allowance			330.00	320.01	(9.99)

Office Phone / Email	425.00	726.67	301.67
Mileage	550.00	885.66	335.66
Audit Costs	240.00	275.00	35.00
Training	500.00	185.00	(315.00)
Notice Boards/Publicity	210.00	138.00	(72.00)
Asset Purchase	500.00	-	(500.00)
Adopted Telephone Boxes	300.00	-	(300.00)
Elections	-	-	-
Chairman's Allowance	375.00	-	(375.00)
VAT	450.00	313.30	(136.70)
Projects			-
Grants (D/C Cllr - Playground)	-	2,650.00	2,650.00
Gen Admin			-
Other			-

Total Expenditure	-	-	22,346.00	23,172.11	826.11
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	Actual 2014/15	Actual 2015/16	Budget 2016/17	Actual 2016/17	Actual vs Budget
Total Income	-	-	20,791.27	23,280.49	2,489.22
Total Expenditure	-	-	22,346.00	23,172.11	826.11
Balance Income Less Expenditure	-	-	(1,554.73)	108.38	1663.11

APPENDIX III

PARISH COUNCIL MEETING – TUESDAY 23 MAY 2017

ITEM 11 – Details of Committees/Working Parties & Outside Representatives

Committees

Finance

Councillors Joe Reilly (Lead Member), Simon Lucas and Steve Herra
Deputy: Councillor Sarah Coombs

Working Parties

Flooding

Councillors John Goodwin (Lead Member), Sarah Coombs, and Lady Kara Hawks

Affordable Housing

Councillors Joe Reilly (Lead Member), Sarah Coombs and Simon Lucas

Media/publicity (including Website)

Councillors Simon Lucas (Lead Member), Steve Herra and Mike Moriarty

Personnel and Governance

Councillors Sarah Coombs, Steve Herra and Simon Lucas

Parish Council Representatives on external bodies / organisations:

Body/Organisation - Parish Council Representative(s)

- **New Forest Association of Local Councils** - The Parish Clerk / Chair / Vice Chair
- **New Forest Consultative Panel** - Councillor Mike Moriarty Deputy Councillor Joe Reilly
- **Parish Hall Management Committee** - Councillor Joe Reilly
- **N.E Quadrant** - Councillor John Goodwin and other members

Other - Item/Area of Responsibility/ Councillor

- **New Forest National Park** - Mike Moriarty
- **Transport** - Mike Moriarty / Simon Lucas
- **Lengthsman Scheme** - Joe Reilly / John Goodwin
- **Highways and Footpaths** - All members of the Council
- **Splitwind Pond** - John Goodwin
- **Friends of Copythorne Playground** – Simon Lucas
- **Asset inspections** - Joe Reilly